UNITED NATIONS

ST

Secretariat

ST/AI/155/Rev.2
31 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PERSONNEL PAYROLL CLEARANCE ACTION*

INTRODUCTION

1. The purpose of the present instruction is to set out guidelines and procedures to be followed when a staff member separates, transfers or otherwise leaves the payroll, in order to ensure that all outstanding obligations, liabilities and entitlements of the staff member have been properly recorded and settled. Administrative instruction ST/AI/155/Rev.1 of 3 July 1974 and amendments 1 and 2 of 14 July 1982 and 11 February 1986, respectively, are hereby superseded.

Applicability

2. The procedures set out in the present instruction will be applied in respect of staff members at Headquarters appointed under the Staff Regulations and the 100 and 200 series of the Staff Rules of the United Nations. As indicated herein, these procedures, with the necessary adjustments to meet local conditions, will be applied by all United Nations offices that maintain payrolls independently of Headquarters.

3. The standard form used in the implementation of the procedures under reference is the personnel payroll clearance action form P.35 (8-90).

Circumstances requiring personnel payroll clearance action

4. The circumstances requiring personnel payroll clearance action are the following:

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* Personnel Manual index No. 9070.

(a) Retirement;

(b) Resignation;

(c) Expiration of appointment;

(d) Special leave without pay or suspension without pay in excess of one full month;

(e) Assignment or transfer to a United Nations office that maintains a separate payroll from Headquarters;

(f) Secondment;

(g) Termination:

(i) Subject to staff regulation 9.1;

(ii) By dismissal for misconduct;

(iii) By summary dismissal;

(h) Abandonment of post;

(i) Death.

I. RESPONSIBILITIES

Executive and administrative officers (Chiefs of Administration or designated officer at other duty stations)

5. Executive or administrative officers will be responsible for:

(a) Providing a staff member who is preparing to separate from the Organization with a copy of the present instruction (ST/AI/155/Rev.2);

(b) Completing form P.35, normally one month in advance of the last regular working day, with the recording of appropriate items in section I on the form and entering NA (not applicable) against those items that do not apply. The effective date recorded on form P.35 will be:

(i) The date on which any of the conditions listed in paragraph 4 occur; or

(ii) The date on which a staff member, who is to receive a disability benefit under the Regulations of the United Nations Joint Staff Pension Fund or appendix D to the Staff Rules, exhausts his or her entitlement to paid leave, including annual leave, sick leave at both full pay and at half pay, and special leave at full or half pay.

The effective date refers in all instances to close of business on the date in question; while it takes into account any authorized travel time, the date is not affected by commutation of accrued annual leave and other benefits and entitlements related to separation;

(c) Ensuring that the status of any pending investigation concerning the staff member has been cleared with the Staff Administration and Training Division, Office of Human Resources Management;

(d) Ensuring the accuracy and completeness of leave cards and reports and attaching them to the completed portion of form P.35;

(e) Ensuring the recovery of all United Nations property and the return of such property to the appropriate issuing office;

(f) In accordance with established procedures, clearing library material, archival records, permanent garage tags and unpaid parking violations, telephone toll charges, keys and Staff Benevolent Fund indebtedness as indicated on the reverse side of the Executive Office's copy of form P.35;

(g) Recovering a grounds pass from a staff member on or about the time a personnel payroll clearance action is initiated. The executive officer or administrative officer will be responsible for returning the grounds pass promptly to the Pass and Identification Unit and providing the staff member with an authorization to obtain, from the Pass and Identification Unit, a temporary grounds pass which may be valid for up to 30 days. Should an extension of the temporary pass be necessary, additional temporary passes may be authorized;

(h) Retrieving any laissez-passer from the staff member and returning it to the Visa Office for cancellation. If the Visa Office is already in possession of the laissez-passer, the executive or administrative officer will advise the Visa Office of the invalidation date, which will be the effective date of the personnel payroll clearance action, as determined under subparagraph (b) above. The cancelled laissez-passer may be returned to the separating staff member upon request.

6. If a clearance required for any of the items under section I of form P.35 cannot be secured, the executive or administrative officer will briefly explain the reason under "Remarks". If additional space is required, the entry may be continued on the reverse side of form P.35. This need not delay final payment provided a deduction has been made for the value of any outstanding item. The estimated value of any outstanding item should be obtained from the appropriate office. In the event that any outstanding item can be recovered only on or about the last day of duty (e.g. uniforms, working tools, imprest and petty cash funds, etc.), the final entitlement may nevertheless be determined. The final cheque will be issued only when the executive or administrative officer certifies that the item has been recovered.

READEX FICHE

7. Following completion of the relevant items in section I of form P.35, with the provisions mentioned above, the form will be transmitted to the Office of Human Resources Management, or the appropriate office in each duty station for completion of section II.

Office of Human Resources Management (Chief of Personnel or designated officer at other duty stations)

8. The personnel officer will be responsible for:

(a) Determining and recording, in section II of form P.35, the status and entitlements of the staff member on the effective date of the action;

(b) Reviewing with the appropriate units outstanding entitlements on education grant, dependency allowance and rental subsidy, and recording the status of these entitlements on form P.35;

(c) Ensuring consistency of information between sections I and II of form P.35.

9. The form P.35 will then be transmitted to the Office of Programme Planning, Budget and Finance or the appropriate office at each duty station for completion of section III.

Office of Programme Planning, Budget and Finance (Designated officer at other duty stations)

10. The Office of Programme Planning, Budget and Finance will be responsible for:

(a) Recording on form P.35 if there are any outstanding cash advances, travel advances, income tax reimbursements, accounts receivable and other charges not already noted;

(b) Calculating the final payment taking into account deductions and allowances authorized and auditing such calculations;

(c) Following completion of sections I, II and III of form P.35, distributing the copies of the form as appropriate;

(d) Preparing the Pension Fund separation notification (PF/4) and sending it to the secretariat of the United Nations Joint Staff Pension Fund (UNJSPF) within three days of completion of the action taken under subparagraph (c) above;

(e) Once all the above requirements have been met, effecting payment of entitlements after taking into account adjustments as per subparagraph (b) above;

(f) Providing staff members who are subject to national income taxation and are entitled to tax reimbursement from the Organization with a statement of earnings for the relevant year; the statement will include lump-sum amounts paid by the United Nations Joint Staff Pension Fund.

Staff members

11. Staff members separating from service, in accordance with their contractual obligations to the United Nations are responsible for:

(a) Settling all indebtedness to the United Nations;

(b) Reporting any changes after the presentation of the last annual status report and request for payment of dependency benefits that may affect their entitlement or those of their dependants according to the Staff Regulations and Rules. They must in particular report any changes in their nationality, residential or marital status or in the dependency status of any child;

(c) Returning promptly to the pertinent office their grounds pass and laissez-passer and any other United Nations property in their possession;

(d) Providing, in accordance with staff rule 104.4, the necessary documentary evidence as verification of the fulfilment of the responsibilities set out above.

12. The Under-Secretary-General for Administration and Management may refuse to issue the P.35 form or may delay its issuance until a staff member has satisfactorily fulfilled the requirements set out in paragraph 11 above.

13. Staff are reminded that non-issuance of a P.35 form will prevent them from receiving their pension benefits since this form is required by the Pension Fund for the processing of those pension benefits. Staff are also reminded that failure to comply with the obligations set out in paragraph 11 above may result in the suspension of the separation procedure, which may delay any payments otherwise due to the staff member (see para. 14 below).

II. SPECIAL PROVISIONS

14. In the event that one or more elements required for making final settlement prior to departure of the staff member cannot be satisfied, an advance partial settlement not to exceed 80 per cent of the apparent payment due may be made on the last day of service at the request of the staff member. The request is to be submitted on form F.82 "Request for salary advance", in accordance with staff rule 103.14 (a) (iii). If the staff member has not made satisfactory arrangements for the settlement of any outstanding indebtedness to the Organization, or if information requested under paragraph 11 (d) above has not been provided, no advance will be payable without written authorization from the Controller.

Matters of interest to separating staff members

15. Other matters of interest to staff members separating from the payroll are outlined in the annex to the present circular.

Annex

MATTERS OF INTEREST TO SEPARATING STAFF MEMBERS

1. For all matters related to the processing of personnel payroll clearance action forms, staff members should contact the executive or administrative officer of their department (designated officer at other duty stations) well in advance of their separation.

Health and life insurance

2. Staff members transferring to a United Nations office which maintains a separate payroll are reminded that their coverage by a group medical plan terminates at the end of the month following separation from the payroll. It is the responsibility of the staff member to ensure continued coverage by enrolling at his/her new duty station. Other cases to keep in mind are as follows:

(a) Staff members who are granted special leave without pay or who are suspended without pay will be automatically discontinued in their coverage for medical and dental insurance during such periods. The Insurance Section should be contacted for further information;

(b) Staff members who are enrolled in a group medical and/or life insurance plan at the time of retirement from the United Nations or staff who have been granted a disability pension benefit may be eligible under certain conditions for after-service medical and life insurance benefits. Staff members must contact the Insurance Section in advance of their separation since they must submit their application for after-service health insurance within 31 days of the date of retirement.

United Nations Joint Staff Pension Fund

3. In order to obtain information on their entitlements from the United Nations Joint Staff Pension Fund, to make any election among available benefit options and to give payment instructions, staff members should contact the Secretary of the Fund as early as possible. In any event, upon receipt of copies of the completed form P.35 and form PF/4 (Pension Fund separation notification), the secretariat of the Fund will contact the staff member concerned. Staff members going on special leave without pay are reminded that, in order to remain Fund participants in contributory status, they must arrange for payment of the full contributions (i.e., both the participant's and the employing organization's contributions) concurrently each month to the Office of Programme Planning, Budget and Finance or to the designated offices at other duty stations.

Allowances and benefits

4. It is important that staff members call the Allowances and Benefits Unit (or local designated office) before departure if they have an outstanding claim to an education grant or rental subsidy or if they are claiming a dependency allowance.

Internationally recruited staff and staff members holding a G-4 visa

5. The attention of internationally recruited staff members and staff members holding a G-4 visa is drawn in particular to the following:

(a) Internationally recruited staff:

(i) Entitlement to travel expenses may cease if staff members have not commenced their return travel within six months of the date of separation (staff rules 107.4 (b) and 207.24 (c));

(ii) Entitlement to unaccompanied shipment and removal expenses will normally cease if not exercised within six months or one year, respectively, after the date of separation (staff rules 107.28 (c) and 207.24 (c));

(iii) Entitlement to repatriation grant normally ceases if no claim for payment has been submitted within two years of the effective date of separation (staff rules 109.5 (e) and 209.8 (e));

(b) Staff members holding a G-4 visa:

(i) If staff members are posted at Headquarters, they should be aware that their authorized stay in the United States expires automatically upon separation from service or transfer to a duty station outside the United States, even if the G-4 visa stamped in their passport indicates that it is valid beyond the separation or transfer date. However, should staff members require additional time, they may apply directly in writing to the Travel Control Section, United States Immigration and Naturalization Services, 26 Federal Plaza, New York, New York, 10267. Proof of the date of separation from service or the date of transfer must accompany the application;

(ii) Expatriated staff members who may wish to remain at their present locations after separation from service should make themselves familiar with and follow as soon as possible all the necessary residence and immigration procedures established by the pertinent host country, well before their effective date of separation;

(iii) The above-mentioned provisions may also affect dependants under a G-4 visa or other members of a staff member's household under a G-5 visa.

United Nations Federal Credit Union

6. Staff members are reminded that, should they have outstanding loans other than mortgages on houses/condominiums or home equity loans with the United Nations Federal Credit Union, any outstanding balance owed will be deducted from their final entitlement on separation.

Retroactivity of payments

7. Staff members' attention is drawn to staff rule 103.15 or 212.5 concerning retroactivity of payments.

Attendance records

8. Staff members are reminded that attendance records are verified for the five-year period prior to separation and adjustments to the leave balance made as appropriate.

Currency of final payment

9. Staff members under the 200 series of the Staff Rules are reminded that final payment is to be effected in the currency of their home country or established place of residence. If, for compelling reasons, payment is requested in any other currency, exceptional approval must be obtained from the Compensation and Classification Service at Headquarters.

10. Staff members will be advised about an exit interview.

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13 December 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PERSONNEL PAYROLL CLEARANCE ACTION*

1. ST/AI/155/Rev.2 is hereby amended as indicated below:

2. Paragraph 5 (b) (i) should read:

5. Executive and administrative officers will be responsible for:

...

(b) Completing form P.35, normally one month in advance of the last regular working day, with the recording of appropriate items in section I of the form and entering N/A (not applicable) against those items that do not apply. The effective date recorded on form P.35 will be:

(i) The date on which any of the conditions listed in paragraph 4 occur. However, when a staff member resigns during or at the end of a period of special leave without pay, the last day for pay purposes will be the same effective date indicated on the P.35 action which authorized such leave; or

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* Personnel Manual index No. 9071.

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